

## **DINING ROOM ADVISORY COUNCIL – MINUTES**

Thursday May 11, 2023

1:30pm Roadrunner Room

Representatives & Residents Invited – in Person meeting

### **1. Call to Order and Determine Quorum**

The meeting was called to order at 13:32 and a quorum was met.

### **2. Announcements / Comments**

A. Leo Bell, Jr. Chair

a. Welcome to new representatives Sue Robert (Liberty House) & Gail Gant (T-1)

b. Menu changes/additions:

i. Biscuits added as an option to Brunch menu & Biscuits with gravy as a small entrée

ii. Skim milk option at the Bistro. There have been issues with supply

iii. Posting of BOTH & FOTH awardees in the severy for all staff and residents to see

### **3. Dining Services – Ex-Officio Member Reports**

A. Lori Dewitt – Resident Services Director BSTW – absent

B. Guy Fanelli – Director Dining Services

i. Decision to not offer breakfast in the Lakeview was made prior to COVID. It is not financially feasible to offer breakfast at both the Lakeview and the Bistro.

C. Jennifer DeJarlais, Chef

i. We have a new grill and service line employee

D. Nikki Villa – Dining Services Manager

i. New employee Andrea Analissa. Ian has left.

E. Althea (Ally) Knight, Chief Health Services Officer – absent

F. FOTH & BOTH nominations

Roberto Corvera was nominated and approved for the BOTH award and Stephanie

Cardenas was nominated and approved for the FOTH award.

See Attachment #1.

### **4. Standing/Ad Hoc Committee Reports**

A. Dining Room Committee – Chair Leo Bell, Jr.

Discussion ensued regarding the side dish complementing the entrée; for example, a Mexican entrée and Asian dish

Continued discussion regarding reservations and getting on the list. No changes recommended

Reminder that the next kitchen tour is on June 26<sup>th</sup>.

B. Quality Control Committee – Vice Chair Sandi Snyder

See attachment #2 report

C. Menu Committee – Secretary Nancy Reeder  
Full report next month.

D. Webmaster Committee – Webmaster Ron Miller  
a. April report emailed to members  
b. Rosters will be updated on TouchTown

## 5. DRAC Representatives Comments

Debbie White asked for more variety on dinner side items.

## 6. Old Business

- a. New representatives for Liberty House Sue Robert & Tower 1 Gail Gant.
- b. Still need a 2<sup>nd</sup> representative for Tower 1 and for Liberty House

## 7. New Business

A. Motion for change in Bylaws regarding neighborhood representatives made by Ron Miller. Proposed changes emailed with minutes and read aloud by Ron Miller. Peggy Parkhill motioned and Andrea Sandifer seconded the motion to approve the amendments and put to a vote at the June meeting.

Motion:

**MOTION by Ron Miller, DRAC Representative Tower, 3 submitted in writing (via email) to the DRAC Secretary IAW BY LAW Article 10: AMENDMENTS**

A. Proposed amendments or revisions of the Bylaws or Operating Procedures must be submitted in writing to the DRAC Secretary who will present the proposal for discussion at the next DRAC meeting.

Motion: Amend the DRAC By Laws for allowing representation by residents not living in a residential area.

### **BACKGROUND:**

Some residential areas do not have DRAC representation. Solicitation of DRAC representatives or replacements have been unsuccessful. This impacts residents who do not have a dedicated DRAC Representative, and also impacts meeting quorum requirements. Currently there are five (5) unfilled representatives: Tower 1 (2); Residential Area 2500 - 2800 (1); Liberty House (2). Therefore these By Law changes seek to provide for all residents to have DRAC representation, and to lessen the impact of vacancies on meeting quorum requirements that if not met may negatively impact the ability of DRAC to conduct business.

### **BY LAWS to be amended:**

#### **ARTICLE 2: ELECTION PROCEDURES**

Current By Law:

##### **A. Nominations**

4. Candidates must live in the area they wish to represent.

Proposed By Law:

**A. Nominations**

4. Candidates **should** live in the area they wish to represent. Candidates from any area may complete a “Notice of Intent to Stand for Election” if they want to make themselves available to fill vacant positions if appointed by the Chair.

Current By Law:

B, The Elections Committee shall conduct the election as follows (See Appendix B.)

2. Prepare a slate of nominees for all areas.

Proposed By Law:

B, The Elections Committee shall conduct the election as follows (See Appendix B.)

2. Prepare a slate of nominees for all areas. **If there are vacant nominees for any area then residents from another residential area may be appointed by the Chair.**

Current By Law:

**ARTICLE 4: Members**

D. Representatives **must** be residents of the area they represent.

Proposed change:

**ARTICLE 4: Members**

D. Representatives **should, if possible,** be residents of the area they represent.

Current By Law:

**ARTICLE 5: TERM OF OFFICE**

C. If a member is unable to fulfill the normal term of office, the Chair will solicit a replacement from the same residential area for the remainder of the year.

Proposed By Law:

**ARTICLE 5: TERM OF OFFICE**

C. If a member is unable to fulfill the normal term of office, the Chair will solicit a replacement from the same residential area for the remainder of the year. **If no resident is able to serve, a resident from another residential may be appointed by the Chair.**

Current By Law **APPENDIX A:**

RESIDENCE number: \_\_\_\_\_

(You must be a resident of the area you represent)

Proposed By Law **APPENDIX A:**

RESIDENCE number: \_\_\_\_\_

(You must be a resident of the area you represent **unless you are volunteering to fill any unfilled area nominations if appointed by the Chair**)

**ADMINISTRATION:  
ARTICLE 10: AMENDMENTS**

B. A vote for approval of the proposed changes will occur the next regularly scheduled meeting following the discussion.

1. Changes may not be finalized the first time they are proposed.
2. Voting on proposed changes is delayed until the subsequent meeting.

C. A change in the Bylaws or Operating Procedures requires a majority vote of those DRAC members present.

**8. Next DRAC Meeting: Thursday, June 8, 2023 @ 1:30pm Roadrunner Room**

**9. Adjourned 14:40.**

**DRAFT**

**FRONT of HOUSE (FOTH) & BACK of HOUSE (BOTH) AWARDEES**

**2022 - 2023**

<b>MONTH</b>	<b>FOTH (front of house)</b>	<b>BOTH (back of house)</b>
<b>2022</b>		
January	Committee nominating only 1 person/month until June	Brittney Welch
February		
March		Victor Compean
April		Nathan Schaeffer
May		
June	Roberto Corvera	Haley Corbitt
July	Andra Griffith	Peyton Griffith
August	No meeting	
September	Dixie Garcia, Melvin Singleton, and Rewa Meléndurez	Khoa Dang
October	Jacqueline (Jackie) Arellano	Ian Comuzzie
November	Ismael Cruz	Yvonne Doerfler
December	Frailen Vallejo	Judith Rodriguez
<b>2023</b>		
January	Caitlin Brennan	Keith Lingard
February	Ian Cummuze	Adela Chimal
March	Dee MacDonald	Dixie Garcia
April	Kirsten Dunn	Austin Diaz
May	Daniel Golembiewsky	Wilma Jones
June	Stephany Cardenes	Roberto Corvera
July		
August		
September		
October		
November		
December		

## **EXPANDED AND REVISED DRAC EMPLOYEE OF THE MONTH PROCESS**

Originally Submitted by Leo Bell, Ron Miller, & Sandi Snyder

Approved by the DRAC on August 11, 2022

1. The point of awarding and selecting a kitchen/back-of-the-house employee and a server of the month should be to improve the quality of the work done in both areas and to reward excellence in both areas.
2. Guidelines for selecting the back-of-the-house employee of the month:
  - a. Guy, Brad, and Nikki should normally make this nomination
  - b. The employee's response to training received
  - c. Scholarship eligibility for a BSTW award
  - d. Shift performance
  - e. Unexcused absences
  - f. Positive comments from residents
  - g. Supervisor's assessment of work quality and attitude
3. Guidelines for selecting the server of the month:
  - a. The DRAC members should normally make this nomination
  - b. The server's courtesy toward BSTW residents
  - c. Acknowledgement of residents as they enter or get seated
  - d. Cheerful attitude and accommodation to resident dining requests
  - e. Appearance including name tag displayed and dressing
  - f. Observed actions beyond expectations
  - g. Any pertinent comments from the portal and comment cards
  - h. Guy, Brad, and Nikki's comments
4. Other considerations:
  - a. The DRAC secretary will keep a record of each awardee for the previous 6 months
  - b. A photo of the awardee should be posted in the servery and printed in the Road Runner

## DRAC QC Report April 13 - May 11 2023

Staff Mentions:

### FOH

Kirsten

Ian

Caitlin

Judith

Stephanie (2 times)

Gabby

Jocelyn

Ms. Martinez Andrea (?)

### BOH

Andre

### COMMENT CARD REPORT:

There were a total of 46 comment cards submitted for this time period. Compliments totaled 26 with critiques totaling 20. Personal taste was a factor for 7 critiques. Quality was mentioned 11 times negatively while positive mentions totaled 2.

### Percentage Breakdown:

Total Comment Cards	46	100%
Complements	26	56%
Critiques	20	43%
Personal Taste	7	15%
Quality:		
Positive	2	4%
Negative	11	23%

### Notable:

-Pork on April 18th was said to be tough and dry with little flavor.

-Again this month it was noted that when Mexican food was offered the sides did not compliment the entree.

-Prayer breakfast menu and presentation was much complimented.

-No Reservation and waiting for a table - Residents are asked to send one person from a large group to the hostess stand. That one representative will sign up for the table. Waiting in the Road Runner Room is acceptable and encouraged; it reduces congestion in the hallway. Judith or other staff are prepared to walk to the RR to call residents when their table is ready.

**Clarification of Categories, Personal Taste and Quality:**

\*Personal taste includes such things as level of salt, seasonings and doneness of vegetables. These personal taste categories are noted because while one resident states the seasoning of a specific food choice was not acceptable, another comments how delicious and perfectly seasoned that same food choice was.

\*Quality considers meats toughness or tenderness, temperature of food at time it is served, doneness of items such as pancakes or French toast. However, when a specific food item, on the same date and for the same meal time (lunch or dinner), is critiqued as too salty by separately submitted comment cards, that comment is deemed to be a quality issue.

Respectfully Submitted,

Sandra Snyder

DRAC QC Chairman

FINAL